



**PROMOTIONAL EXAMINATION FOR  
CALIFORNIA STATE EMPLOYEES**

**DISABILITY EVALUATION SERVICES  
ADMINISTRATOR I**

**DEPARTMENTAL PROMOTIONAL FOR:  
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES**

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

<b>POSITIONS EXIST</b>	In Sacramento, Roseville, Oakland, Fresno, Los Angeles, and San Diego
<b>WHO SHOULD APPLY</b>	<b>Competition Limited To State Employees Only.</b> Applicants must have a permanent civil service appointment with the Department listed above and meet the minimum qualifications to participate in this examination. <i>(See General Information, Promotional Examinations Only, for exceptions to this requirement.)</i>
<b>HOW TO APPLY</b>	Applications (STD 678) are available upon request and may be filed in person with the California Department of Social Services, Personnel Bureau, Exam Unit, 744 P Street, Sacramento, CA 95814, or mailed to California Department of Social Services, Personnel Bureau, Exam Unit, P.O. Box 944243, Sacramento, CA 94244-2430. <b>Please indicate examination title on your application. Applications received without an exam title will not be accepted and will be returned. DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.</b>
<b>APPLICATION DEADLINE</b>	<b>FINAL FILE DATE: September 28, 2005</b> Applications (STD 678) must be POSTMARKED no later than the final file date. Applications postmarked, personally delivered, or received via interoffice mail after the final file date will not be accepted for any reason.
<b>SPECIAL TESTING ARRANGEMENTS</b>	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.
<b>REQUIRED IDENTIFICATION</b>	<b>NOTE:</b> Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
<b>SALARY RANGE</b>	\$4,746 - \$5,726 per month
<b>ELIGIBLE LIST INFORMATION</b>	A departmental promotional eligible list will be established for the California Department of Social Services. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

**S E E R E V E R S E S I D E F O R A D D I T I O N A L I N F O R M A T I O N**

**REQUIREMENTS  
FOR ADMITTANCE  
TO THE  
EXAMINATION**

**NOTE: It is your responsibility to make sure you meet the minimum qualification requirements for this examination by the final file date. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.**

Qualifying experience may be combined on a proportionate basis. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**MINIMUM  
QUALIFICATIONS****Either I**

One year of experience performing the duties of a Disability Evaluation Analyst III.

**Or II**

**Experience:** Three years of experience in the medical and vocational evaluation of adult and childhood physical and mental impairments and disease processes which must have included two years in an administrative, consultative or supervisory capacity. (Experience in California state service applied toward this requirement must be performing the duties of a class with a level of responsibility equivalent to that of Disability Evaluation Analyst II.) (Experience that is limited to the determination of eligibility for financial assistance or to the placement of persons without employment handicaps is not considered qualifying experience.) Graduate work in disability determination, rehabilitation counseling, social work, or psychology may be substituted for the required general experience on a year-for-six-months basis to a maximum of one year.

**and**

**Education:** Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

**DESIRABLE  
QUALIFICATIONS**

Demonstrated ability to act independently with objectivity, flexibility, and tact.

**POSITION  
DESCRIPTION**

A Disability Evaluation Services Administrator I (DESA I) functions as a working supervisor of 5-15 professional and support staff, including a minimum of three professional staff, in a Disability and Adult Programs Division field branch. The DESA I may function as the supervisor of a line team engaged in the development and adjudication of disability claims; as the supervisor of a field branch's operations component, involved in the analysis and implementation of policy/procedure, resolution of medical services issues, and the case intake process; or as the supervisor of a field branch's program support component, engaged in quality assurance activities and face-to-face evidentiary hearings. A DESA I may also function as a field branch training coordinator, responsible for training and supervising newly hired analysts during their initial training period of approximately six months and coordinating/developing resources for identified training needs in a field branch.

**EXAMINATION  
INFORMATION**

This examination will consist of a Promotional Readiness Evaluation (PRE) Report from the competitor (to be distributed by the Personnel Bureau upon acceptance of the application), an Organizational Review Committee (ORC) evaluation of the PRE Reports, and an Optional Oral Presentation.

The PRE written report is a self-assessment of recent job achievements in specific areas which demonstrate each competitor's readiness for promotion. Supervisors will provide comments and an overall rating for each competitor. A second level review of the supervisor's evaluation will also be required. A Divisional ORC will be utilized to further evaluate the PRE ratings. All candidates will have the option to provide additional written comments or opt for an oral presentation before a rating panel regarding their relevant qualifications.

In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

**COMPETITORS WHO DO NOT SUBMIT THE PRE WRITTEN REPORT WILL BE DISQUALIFIED FROM THE EXAMINATION.**

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**OPTIONAL ORAL PRESENTATIONS**

It is anticipated that optional oral presentations will be held during **February/March 2006**. Ordinarily, these are scheduled in Sacramento, Oakland, Fresno, Los Angeles, and San Diego. However, locations of interviews may be changed as conditions warrant.

**EXAMINATION SCOPE****Scope:****A. Knowledge of:**

1. Practices in the interpretation of medical reports, psychological tests, and laboratory studies.
2. Vocational implications of physical and mental impairments and disease processes.
3. Medical terminology.
4. Provisions of the Welfare and Institutions Code, Social Security Act, and other related State and Federal laws, rules and regulations, pertaining to medical and legal responsibilities in the evaluation and adjudication of claims for disability benefits.
5. Philosophy, trends, procedures, methods, and techniques used in the supervision and administration of disability claims development and adjudication.
6. Research methods.
7. Principles of supervision, consultation, training and staff development, budget analysis, and personnel management.
8. Principles of organization, administration, and management.
9. A manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment which is free of discrimination and harassment.

**B. Ability to:**

1. Organize and direct the work of others.
2. Analyze situations accurately and take effective action.
3. Utilize and apply effectively technical knowledge and skills.
4. Establish and maintain cooperative working relationships with a variety of public and private organizations, institutions, agencies and individuals.
5. Communicate effectively.
6. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

**VETERANS PREFERENCE**

Veterans preference credit is not granted in promotional examinations.

**GENERAL INFORMATION**

**Americans with Disabilities Act, Title II:** The California Department of Social Services (CDSS) is committed to a strong policy of equal employment opportunity. To this end, CDSS does not discriminate against or exclude any person from participating in the employment process, advancement, benefits of employment, or in the admission and access to programs or activities administered by CDSS on the basis of: race; color; national origin; ancestry; religion; creed; sex; marital status; sexual orientation; pregnancy; age; veteran status; political affiliation; or disability (including AIDS) as required by Title II of the Americans with Disabilities Act (ADA). Reasonable accommodations for qualified individuals with disabilities will be made available upon request.

**It is the candidate's responsibility** to contact the California Department of Social Services three days prior to the written test date if he/she has not received his/her notice.

**For an examination** without a written feature it is the candidate's responsibility to contact the California Department of Social Services, Personnel Bureau, at (916) 657-1762 or CALNET 437-1762 three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

(CONTINUED ON REVERSE SIDE)

## General Information (Continued)

**Applications** are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front.

**If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The State Personnel Board** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees (*i.e., former Department employees or current employees on TAU, T&D, and LT status*) may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at State Personnel Board offices.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Criminal Record Clearance Information:** Some positions, within various divisions of the California Department of Social Services, are subject to fingerprinting and criminal records check requirements. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

**Interview Scope:** If an optional oral presentation is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

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**CALIFORNIA DEPARTMENT OF SOCIAL SERVICES**  
**P.O. BOX 944243**  
**SACRAMENTO, CA 94244-2430**

If deaf or hearing impaired, call the California Relay Service - From TDD phones: 1-800-735-2929  
From voice phones: 1-800-735-2922

TTY telephone number: Sacramento (916) 653-5457; CALNET 453-5457

TTY is Telecommunications Typewriter and is reachable only from phones equipped with a TTY/TDD Device